                              APPENDIX E-534 P

             PHYSICAL INVENTORY REQUEST/CANCELLATION DOCUMENT

1. PURPOSE

   This appendix provides instructions for preparation of DIC DJA,
Physical Inventory Request/Cancellation Documents. DIC DJA serves as a
dual purpose document for requesting an inventory as well as requesting
cancellation of an inventory. DIC DJA transaction is used only with
accountable storage activities.

2. BACKGROUND

   a. Since implementation of DSS, storage activities have been
segregated into two categories: accountable storage activities and
nonaccountable storage activities. Accountable storage activities are
those storage activities where DSS software has been installed and
accountability of physical assets has been transferred from the ICP to
the storage activity. During transition to a DSS depot, former Navy and
Air Force storage locations will be doing counts, causative research
and reporting adjustments. Nonaccountable storage activities are those
where DSS software has not been installed and accountability of assets
still reside with the ICP.

   b. Storage activities identified as being nonaccountable storage
activities will continue to use DIC ZJA, Request for Physical Inventory,
to request complete, special, or spot inventories; and DIC ZAR to cancel
inventories within the ICP Inventory Control Master File.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

   The Inventory Accounting Branch, Stock Control Division, or applicable
supply personnel is responsible for manual preparation of special and
spot inventory requests in the format as depicted in appendix B-504.

4. PROCEDURES/INSTRUCTIONS

   a. IAB or applicable supply personnel will determine when a special
or spot inventory is needed. To request a special or spot inventory, a
DIC DJA document will be manually prepared either by SAMMSTEL Verb SODE,
as described in DLAH 4745.2, Volume I, Part 1, DLA Remote Users
Handbook; or using Form 1000 formatted as depicted in appendix B-504.

      (1) If all condition codes for an NSN are to be inventoried, enter
the applicable Type Physical Inventory Code (TPIC), appendix A-152, in
pos. 7 and leave the condition code in pos. 71 blank. If a specific
condition code is to be inventoried enter the appropriate TPIC in pos. 7
and the condition code to be inventoried in pos. 71.

      (2) In preparation of the DIC DJA document to request an inventory
supply personnel will enter a Physical Inventory Cutoff Date (PICD) in
pos. 61-64 which is at least 10 days subsequent to the date of
submitting the DIC DJA document. In addition, a Physical Inventory

Infloat Control date will also be entered to signify when accounting for infloat transaction(s) is to occur. This date is determined by the Storage Activity.

(3) Since no controls for inventory reside at the ICP, the DIC DJA inventory request will not be posted to any ICP records. Upon completion of the requested inventory, the storage activity will submit an adjustment document DIC D8A/D9A reflecting any adjustments made to accountable records.

  b. As previously mentioned, the DIC DJA document may also serve as a request for cancellation of a previously requested special or spot inventory.

(1) In preparation of the DIC DJA for cancellation of an inventory, supply personnel will enter data using the format depicted in appendix B-504. NSN pos. 8-20 and the condition code pos. 71 is to reflect the data from the original DIC DJA, requesting the inventory. For cancellation to occur, Management Code N must be entered in pos. 72.

(2) If cancellation of the requested inventory is achieved by the storage activity, a DIC DJA containing Management Code N, will be forward to the requesting ICP. If the inventory cannot be canceled, the storage activity will forward results of the inventory via the DIC D8A/D9A inventory adjustment document.

5. FLOWCHART

  Flowchart not required.